

7:00 PM

Aldermanic Chamber

1. ROLL CALL
2. PUBLIC HEARING

PUBLIC HEARING**O-26-019****INCORPORATING THE ENVIRONMENTAL HEALTH DEPARTMENT SUBDIVISION REVIEW FEE WITH THE
OTHER SUBDIVISION PLAN REVIEW FEES**

TESTIMONY

REGULAR MEETING

3. PUBLIC COMMENT
4. COMMUNICATIONS

From: Sam Durfee, AICP, Planning Manager

Re: Referral from the Board of Aldermen on Ordinance O-26-019 Incorporating the Environmental health
Department Subdivision Review Fee with the Other Subdivision Plan Review Fees

5. PETITIONS
6. UNFINISHED BUSINESS
7. NEW BUSINESS – RESOLUTIONS
8. NEW BUSINESS – ORDINANCES

O-26-019Endorsers: Alderman-at-Large Amber Morgan
Alderman-at-Large Michael B. O'Brien, Sr.**INCORPORATING THE ENVIRONMENTAL HEALTH DEPARTMENT SUBDIVISION REVIEW FEE WITH THE
OTHER SUBDIVISION PLAN REVIEW FEES**

9. TABLED IN COMMITTEE
10. DISCUSSIONS OR PRESENTATIONS
 - Parking and Mobility Management
11. GENERAL DISCUSSION
12. PUBLIC COMMENT
13. REMARKS BY THE ALDERMEN
14. ADJOURNMENT



ORDINANCE

INCORPORATING THE ENVIRONMENTAL HEALTH DEPARTMENT SUBDIVISION REVIEW FEE WITH THE OTHER SUBDIVISION PLAN REVIEW FEES

CITY OF NASHUA

In the Year Two Thousand and Twenty-Six

The City of Nashua ordains that Part II “General Legislation”, Chapter 190 “Land Use”, Part 8 “Definitions and Submittal Requirements”, Article XLIII “Submittal Requirements”, Section 190-267 “Fees” of the Nashua Revised Ordinances, as amended, is hereby further amended by adding the new underlined language as follows:

“§190-267. Fees.

- A. Planning Board fees. At the time of application submission the applicant will submit plans and reports signed and stamped by a New Hampshire registered design professional as specified along with a plan processing and review fee of \$500. The Planning Department may forward application plans for a peer review or review by an outside consultant selected by the Planning Department. In such case the applicant shall be required to pay the consultant's fee directly to the consultant and the \$500 fee may be waived by the Planning Department. This fee may also be waived by the Planning Department for lot line relocations where no buildable lots are created, or for minor site plan amendments or similar situations. If after review of the plans by the Planning Department or outside consultant the plans do not meet submission requirements the plans shall be sent back to the applicant for correction and resubmission with the requirement for additional plan fee to be paid again when resubmitted for review. This process will continue until such time as the plans are determined complete or acceptable by the Planning Department. Before any subdivision plan or site plan can be placed on the agenda of the Planning Board for action, the following Planning Board agenda and meeting fee shall have been paid.
- (1) Subdivision plan: \$110 per lot plus an application fee of \$300, as well as a \$50 Environmental Health Department review fee. For any plan submitted to the planning staff for recording at the county registry of deeds, the county registry of deeds recording fee shall be collected prior to such recording.”

ORDINANCE**O-26-019**

All other ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This ordinance shall become effective immediately upon passage.

LEGISLATIVE YEAR 2026

ORDINANCE:

O-26-019

PURPOSE:

Incorporating the Environmental Health Department subdivision review fee with the other subdivision plan review fees

ENDORSER(S):

Alderman-at-Large Amber Morgan

**COMMITTEE
ASSIGNMENT:**

Planning and Economic Development Committee

FISCAL NOTE:

Nominal increase of existing fee; annual revenue from the Environmental Health Department's subdivision plan review is approximately \$400.

ANALYSIS

This legislation amends the land use code by adding a reference to the existing Environmental Health Department's subdivision plan review fee with the other subdivision plan review fees, and increases the fee from \$40 to \$50. State statute (RSA 675:2) and NRO Section 190-132 require a public hearing and referral to the city planning board. The public hearing is conducted by the aldermanic planning and economic development committee with notice published in a newspaper of general circulation and posted in two public places at least ten calendar days prior to the date of the hearing. (Notice period does not include the day notice is posted or the day of the public hearing. RSA 675:7, I). See RSA 675:7, I-a for notice requirements to individual owners for changes that affect 100 or fewer properties. A favorable vote of two-thirds of all the members of the board of aldermen present and voting would be required if a protest petition is filed pursuant to RSA 675:5.

Approved as to form:

Office of Corporation Counsel

By: 

Date: 16 June 2026



City of Nashua
Planning Department
229 Main Street
Nashua, New Hampshire 03061-2019

Planning & Zoning 603 589-3090
WEB www.nashuanh.gov

MEMORANDUM

Date: July 9, 2026

To: Ald. Lori Wilshire, President, Board of Aldermen
Jim Donchess, Mayor

From: Sam Durfee, AICP, Planning Manager

RE: Referral from the Board of Aldermen on Ordinance O-26-019 Incorporating the Environmental health Department Subdivision Review Fee with the Other Subdivision Plan Review Fees.

At the Nashua City Planning Board's regularly scheduled meeting of July 9, 2026, the Planning Board voted unanimously to make a **favorable** recommendation to the Board of Aldermen on O-26-019.

If you have any questions concerning this notification, please contact me at 589-3090 or via durfees@nashuanh.gov.

cc: Donna Graham, Legislative Assistant
Daniel Healey, City Clerk
Bob Bollinger, Chair, NPCB